



SATERN Access for NASA Summer Interns

The Center Training Officers must ensure that all interns follow the process below to gain access to SATERN for the duration of their internships.

There are two ways for interns to obtain access, depending on their federal payroll status:

- **Interns who are paid by NASA and are registered in the Federal Personnel and Payroll System (FPPS)** do not have to take special action to obtain SATERN access. SATERN will automatically generate an account for NASA employees who are in the FPPS. These interns will receive an email regarding their SATERN account information and directions for logging in to the system.

If the intern has not received an email regarding a SATERN account before his/her first paycheck, the intern should contact the SATERN Help Desk directly at **1-877-NSSC-123 (1-877-677-2123)** or by email at NASA-SATERN.support@nasa.gov.

- **Interns who are unpaid or who are receiving grants** must follow the standard contractor procedure for requesting SATERN access.
 - Interns should:
 - Request a new account at <https://satern.nasa.gov>, under “New Contractors or Contractors without Solar IDs”
 - Enter all required information denoted by an asterisk (*)
 - In the “NASA POC Name” field, type their POC’s name and then “INTERN” to note their own status for the Help Desk (e.g., John Doe, PhD – INTERN)
 - Click **Submit**

Create New Account
NASA POC is required ONLY if your email address is Non-NASA (xxx@NASA.gov)

* Learner ID: 73391
* Password: *****
* Re-Enter Password: *****
* First Name: Joe
* Last Name: Nasa
Middle Initial:
* Email Address: joe.nasa@nonnasa.com
* Your Center Location: HQ
* NASA POC Name: John Doe, PhD - INTERN
* POC Email Address: john.doe@nasa.gov
* POC Phone Number: 202-123-4567
Country: United States
Telephone:

Done

- Interns will immediately be provided one-time temporary access to SATERN with limited permissions.
- The POC* will then be contacted via email by the NSSC to confirm the intern’s employment status.
 - ***POCs overseeing multiple interns are encouraged to submit a master list of all their interns to Rhonda Sayne at the NSSC (Rhonda.R.Sayne@nasa.gov). This will eliminate the need to confirm each intern’s status with a separate email.**
- Once confirmed, the NSSC will create the SATERN account within 2-3 business days. The intern will receive two emails from the SATERN system; the first email will include a SATERN User Name and the second will include a password.

Please contact the SATERN Help Desk with further questions regarding summer intern access:
1-877-NSSC-123 (1-877-677-2123) or NASA-SATERN.support@nasa.gov